

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**  
153-01

**Effective Date:**  
01/10/2017

**Subject:**  
Line Inspections

**Approved by:**

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

**Steven D. Hebbe, Chief of Police**



### PURPOSE:

To establish procedures for conducting line inspections.

### POLICY:

It is the policy of the Farmington Police Department to conduct line inspections to monitor compliance with policy and procedures pertaining to personnel, facilities, equipment and activities.

### PROCEDURE:

Line inspections are conducted for all organizational components, functions, facilities, property, equipment and personnel as an on-going activity to monitor the following areas:

1. Personal appearance of employees;
2. Use and maintenance of equipment;
3. Compliance with Department policy and procedure;
4. Status and conditions of physical facilities.

The frequency of line inspections is dependent on the nature of the area to be inspected. Inspections of personal appearance, activities of employees, and Department facilities are conducted on a daily basis. Inspections of vehicles are conducted monthly. Inspections of firearms and equipment are conducted on an as-needed basis, at least annually, such as checking firearms after qualifications to ensure proper cleaning and maintenance or as part of the annual evaluation process.

Line inspections are conducted by supervisors with direct authority and responsibility for the personnel, equipment, facilities, procedures or other elements being inspected. Supervisors conduct inspections by making visual observations and are responsible for identifying problem areas and taking corrective action, as appropriate.

Line inspections do not require a written report unless a problem is identified which is recurring or is of a

serious nature. In such cases those findings and any recommendations for corrective remedies are documented by Inter-Office Memorandum by the supervisor.

This documentation is forwarded to the Division head or Department employee with assigned responsibility for the function within which the problem was identified. It then becomes that person's responsibility to ensure that corrective action is taken.

If equipment is lost or stolen, a Lost or Stolen Property Inventory Control Sheet is completed and submitted to the Lieutenant responsible for that officer's division and entered into the officer's working file through the AIM system.